

REVISED

DRAFT

MEMORANDUM FOR:

SUBJECT : Information for Personnel Overseas Having the ( )  
Career Designation

1. In accordance with the Career Service Program of ( ), there have been established a number of Career Service Boards. Each board reviews the rotation, training, advancement, and assignment plans for each employee who is identified by the career designation of that board.

2. As you may know, you have been given the ( ) career designation, and the Director of ( ), with the advice of his Career Service Board, will be primarily responsible for planning and accomplishing your career development. At the present time the ( ) Career Service Board is actively engaged in developing special rotation programs, recommending training for its various officers, planning immediate and long-range assignments, and in other ways developing personnel with the ( ) career designation. These activities which further the Career Service Program also make it possible to meet the present and anticipated requirements of ( ) in its various fields of activity. The ( ) Career Service Board is composed of senior officials from various components of ( ), and their recommendations on career service matters are submitted to me for approval. The careers of our officers are being developed on an Organization-wide basis in conformity with ( ) requirements.

3. As one of our career officers serving overseas, you, as the others, are the subject of special consideration by our Board. As presently planned, a number of months before you are scheduled to return to Headquarters upon completion of your normal tour of duty, the Board will direct a concentrated effort to select as your next assignment a position which makes maximum use of your experience and qualifications, promotes your career development, and helps the ( ) Office accomplish its objectives. Your own wishes and career interests will be considered in each instance when such an assignment is planned, and you will be notified, if at all possible, of your next assignment prior to your return to Headquarters.

4. I wish to express my appreciation and that of the entire office for your wholehearted efforts in fulfilling the ( ) responsibilities assigned to you, and to give you assurance of our intention of providing you with every opportunity to further your career with this organization. We will keep you informed of the plans and activities under the career program which have a bearing on your future career.

(Name)  
Director of ( )